

MOVING TO ECF VERSION 3.0

Effective August 21, 2006, the court will be moving to Version 3.0 of the ECF software. This is the newest version of the software being offered to the Bankruptcy Courts from the Administrative Office.

NOTE: Version 3.0 is designed to work with Netscape 7.2 and Internet Explorer 6, therefore, the new version may not function correctly with earlier versions of these browsers.

Default settings for Netscape 7.2 suppress popup windows. For ECF to function properly popup windows are required. Please adjust your settings to allow popup windows from the ECF site.

NOTE: The case upload and claims upload feature of version 3.0 will not be used by our court at this time

Below you will find a brief outline of the changes in ECF Version 3.0. These changes are a result of modification requests made by courts throughout the country to enhance the functionality of ECF. We believe that you will find the newer version more user friendly.

If you have any difficulty using the system, please contact our help desk at the following numbers or email us at **cmecfhelpdesk@mieb.uscourts.gov**:

Detroit (313) 319-6188
Bay City (313) 618-3059

Opening a Case

Version 3.0 has enhanced and streamlined the case opening process.

- The search screen for adding a party now includes first and middle name fields making the process more precise. Either the Last Name field or SSN (or Tax ID) field is still required, and a minimum of two characters are still required in the last name field.
- The Party Role field has been eliminated from the case opening party information screens. Now when adding a new debtor, joint debtor, plaintiff, defendant or petitioning creditor, you no longer are required to select the "role type."
- On the Debtor, Plaintiff and Defendant Information screens, a new option to enter "Corporate Parent" has been added. ***Please do not select this option. It is not a requirement in our district.***

- For **Bankruptcy cases**, the “Type of debtor” screen checkbox selections for Individual, Corporation, Partnership and Other have been changed to radio buttons. A new “Type of debtor” checkbox for Nonprofit Organization has been added. Selections listed with checkboxes can be picked if appropriate, but these selections are optional.
- For **Adversary Proceedings**, you may now select one primary nature of suit and multiple secondary natures of suit. The primary Nature of Suit should be the main issue of the complaint. The following message has been added to this screen to assist you with the correct selection:

*If you only have one Nature of Suit select from Primary.
For additional Nature of Suit select from Secondary.*

You will see a description of the nature of suit on the main bankruptcy case docket report along with the numeric code.

Entering Parties in an adversary proceeding has been modified to be more specific regarding the caption. The first entry screen is entitled “Search for a Plaintiff.” After entering your first plaintiff, you will have the option of adding another plaintiff or select “End Plaintiff Selection.” Entering a defendant follows the same process.

- To open an **Involuntary case**, you previously used the “Open Bankruptcy Case” option and selected “Involuntary” several screens later. Now, there is an **Open Involuntary Case** menu option under the Bankruptcy category. All petitioning creditors should be added to the case. When a petitioning creditor is added to the case, the correct association with the filing attorney is ensured when the filer checks the box at the bottom of the party screen next to the message “**The user opening this case is the filing attorney for this party.**”

Docketing

- When a party is being added, you can search by first and middle name as well as last name. Remember to identify the role of the party being added to the case (i.e., creditor).
- Multi-part motions are now acceptable. For example, you may now file a Motion for Relief from Stay, or in the alternative, Motion for Adequate Protection as one PDF document. To file this document you would select the event Relief from Stay, then hold down the control key and select Adequate Protection. Please contact the help desk if you need further information or assistance on filing multi-part motions.
- When performing any docketing task the screen will display at the top the **Case Type, Chapter, Office, Assets (y/n), Judge** and all **Case Flags**.

Query

- The “Type” column of the Filer Query now shows the description of the party (i.e. debtor, creditor etc.).
- The Query menu now includes options for the Claims Register and the Creditor Mailing Matrix.

Proof of Claims

- When amending a claim to change the category from one category to another, you must enter the new totals for each category (priority, secured and unsecured). Type \$0.00 in the previously populated category which is no longer being used.
- There is now a link to the Claims Register on the Notice of Electronic Claim Filing.

Claims Register

- The heading is now organized differently and contains more information. Items added were Office, Chapter, Trustee, Claim and Government Bar Dates.
- The Claims Register now displays the most recent status for “Status” such as Withdrawn, Transferred etc. Statuses from earlier docket entries are shown under “History.”

If History appears next to the creditor name, it indicates the creditor record has been edited and the current and previous name and address will appear by clicking on this History hyperlink.

- Amended claims replace the previous claim on the register. An amended claim no longer gets a new number. Instead, it is filed under the original claim number with a numeric extension. For example, for Claim No. 3, the original proof of claim is 3-1 and the first amendment is 3-2. The original claim can be viewed in the *History* section of the claims register found directly under the claim filed.
- The report also displays the date of entry, the date of last modification for each claim, the type of person (whether creditor, debtor, attorney or trustee) who filed the claim and the initials of the court employee who entered the claim.

Reports

- The Docket Report displays the docket with party type labels above rather than below the party's name and address.
- The Claims Activity Report a match is now made on the creditor name if the string entered is found anywhere in the name, not just at the beginning.

Utilities

- Clear Default PACER Login is a new option. This option removes the association between your CM/ECF login and your default PACER account so that you can set a new default. Removing the default might also be useful if you have multiple PACER accounts, so that you will be prompted each time you log in.

pay.gov

- A change has been made to improve the automatic docketing of the receipt of payment. When the charges are displayed, users who are not paying the fee immediately should use the "Continue filing" button rather than closing or minimizing the window. Similarly, users should neither close nor minimize any other window related to Internet payments.

Miscellaneous

- Version 3.0 is designed to work with Netscape 7.2 and Internet Explorer 6, and may not function correctly with earlier versions of these browsers. Note: the default settings for Netscape 7.2 suppress popup windows. You must change this to allow pop-ups. [Edit/Preferences, Privacy & Security, Popup Window Controls].
- Version 3.0 also has a case upload and claims upload feature. Our court has chosen not to use this feature at this time.
- To meet a United States Postal System requirement that the full name of the country be provided on international mail, 40 characters can now be entered for country. Also, the application components which print addresses for mailing (e.g., noticing) have been changed so that any country other than the US will be displayed as the last line of the address, in uppercase letters.
- The label for a party's last name has been changed to "Last/Business name" on query and data entry screens.
- The format of the subject line on Notices of Electronic Filings (NEF's) have changed. The chapter will now appear at the end of the subject line instead of at the front or in the middle.